



Data Analyst II

Details

Job ID : 328

Title : Data Analyst II

Job Code : 907

Salary : \$2,366.00 (Monthly)

Grade : 9

Tenured : YES

Job Departments

- Court Services - Records and Statistics

Purpose

RESPONSIBLE FOR ANALYZING DATA FOR ALL COURT OF JUSTICE CASE MANAGEMENT SYSTEMS.

Required Qualifications

Education : 4 Year College Degree

Education Substitute : None

Experience : 3 Years of Related Experience

Job Required Knowledge

- INTERMEDIATE KNOWLEDGE OF MICROSOFT SQL
- 3 YEARS RELATED EXPERIENCE MUST BE AS DATA ANALYST I

Job Skills/Abilities

- GOOD COMMUNICATION AND COMPUTER SKILLS
- MUST HAVE A VALID DRIVER'S LICENSE

Job Duties

- TRAIN DATA ANALYST I
- MONITOR AND TRACK ALL STATISTICAL DATA REQUESTS
- PRODUCE STATISTICS ON DATA WITHIN COURT OF JUSTICE CASE MANAGEMENT SYSTEMS
- ABILITY TO CREATE SIMPLE CRYSTAL REPORTS
- OTHER DUTIES AS ASSIGNED